

**EMERGENCY TELEPHONE SERVICE COMMITTEE MEETING**  
**Held at Amway Grand Hotel**  
**Grand Rapids, Michigan**  
**May 22, 2001**  
**10:00 a.m.**

**MINUTES**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Mr. Paul Rogers, Vice Chair	National Emergency Number Association
Chief James Bartholomew	Michigan Association of Chiefs of Police
Mr. Dale Berry	Michigan Association of Ambulance Services
Mr. Hugh Crawford	Michigan Association of Counties
Mr. Steve Berenbaum, rep. Ms. Kelly Fennell	Telecommunications Association of Michigan
Mr. Ralph Gould	Michigan Communications Directors Association
Sheriff Dale Gribler	Michigan Sheriffs' Association
Ms. Suzan Hensel	Assn. of Public Safety Communications Officials
Lt. Jim Hull	Deputy Sheriffs' Association
Ms. Marilyn Moore	Michigan Public Service Commission
Mr. Charles Nystrom	Public Member, House Appointed
Mr. John Patrick	Department of Consumer and Industry Services
Mr. Scott Temple	Commercial Mobile Radio Service
Sgt. Mark Thompson	Michigan State Police Troopers Association
Chief Paul Trink	Michigan Association of Fire Chiefs

<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Mr. John Buczek	Fraternal Order of Police
Chief William Corbett	Public Member, Senate Appointed
Mr. Paul Hufnagel	Michigan Professional Firefighters Union
Mr. John Hunt	Public Member, Governor Appointed
Lt. Col. Stephen Madden, Chair	Department of State Police
Mr. Robert Struck	UP Emergency Medical Service Corp.

This meeting of the Emergency Telephone Service Committee (ETSC) was convened by Mr. Rogers at 10 a.m.

**NEW MEMBER**

Mr. Rogers introduced Chief James Bartholomew, Whitehall Police Department, the new Michigan Association of Chiefs of Police representative to the ETSC.

**APPROVAL OF MINUTES**

MOTION to approve the minutes of the February 21, 2001, ETSC meeting. A vote was taken and the MOTION CARRIED unanimously.

**REPORTS**

**A. REPORT OF THE VICE CHAIR**

**Action Taken Subsequent to February ETSC Meeting**

Committee members and attendees were provided with three documents that were prepared as directed by the Committee at the February 2001 meeting--revised Bylaws that clarify the makeup and operation of subcommittees; a letter dated March 1 that was sent to counties and PSAPs detailing the requirements for second year certification for wireless funds; and a letter dated February 26 that was sent to Commercial Mobile Radio Service (CMRS) suppliers advising them of the change in service charge amount effective June 29, 2001.

**CMRS Emergency Telephone Fund Balances** A spreadsheet was provided detailing CMRS Fund collections and distributions as of May 16, 2001.

**May 2001 Payment to Counties**

The first quarter, second-year wireless fund payment to counties has been delayed pending the ETSC's second-year certification of counties. The Department of Treasury will calculate the next quarterly payment utilizing 1990 census figures and checks will be mailed by the end of May. Quarterly payments following that will be based on 2000 census figures. A listing by county showing population changes from 1990 to 2000 was provided.

**County List of Phase I Implementation Status**

A list of counties was provided which shows the date of each county's final 9-1-1 service plan, the date the county requested Phase I, and the date Phase I was implemented. Updates should be provided to Denise Fox or Linda Cwiek.

**Subcommittee Listings**

An updated listing of subcommittees was provided. ETSC members interested in participating in a subcommittee are asked to advise the subcommittee chair or Linda Cwiek. Non-ETSC members interesting in participating in a subcommittee are asked to submit a written request to the subcommittee chair.

**Mackinac County Cutover to Enhanced 9-1-1**

Mackinac County cut over to enhanced 9-1-1 effective March 14, and is operating through Negaunee Regional Dispatch. Congratulations were offered to the county on its hard work in bringing this to fruition.

**FCC Response to King County, Washington Request for Clarification**

The Federal Communications Commission (FCC) Wireless Telecommunications Bureau recently responded by letter to a King County, Washington, question of "whether the funding of network and database components of Phase I service, and the interface of these components to the existing 911 system [is] the responsibility of the wireless carriers or the [Public Safety Answering Points] PSAPs." The FCC provided a definitive response which read, in part:

*... the proper demarcation point for allocating costs between the wireless carriers and the PSAPs is the input to the 911 Selective Router maintained by the Incumbent Local Exchange Carrier (ILEC). Thus ... wireless carriers are responsible for the costs of all hardware and software components and functionalities that precede the 911 Selective Router, including the trunk from the carrier's Mobile Switching Center (MSC) to the 911 Selective Router, and the particular databases, interface devices, and trunk lines that may be needed to implement the Non-Call Path Associated Signaling and Hybrid Call Path Associated Signaling methodologies for delivering E911 Phase I data to the PSAP. PSAPs, on the other hand, must bear the costs of maintaining and/or upgrading the E911 components and functionalities beyond the input to the 911 Selective Router, including the 911 Selective Router itself, the trunks between the 911 Selective Router and the PSAP, the Automatic Location Identification (ALI) database, and the PSAP customer premises equipment (CPE).*

Copies of the FCC letter were provided for review. This document represents an FCC staff interpretation and not a formal Commission ruling, however, it does provide direction and may impact future decisions of the ETSC.

**March 28, 2001 Critical Issues Forum**

As of the March 16 meeting of the Recertification Subcommittee, only 32 counties were determined to be in compliance with P.A. 32 of 1986, as amended, and the wireless emergency service order. ETSC, NENA, APCO, and MCDA worked together to sponsor and support a one-day forum in Mt. Pleasant on March 28 to provide critical information to counties to assist them in

becoming compliant for second-year certification. More than 300 individuals attended the forum. Mr. Rogers, Ms. Hensel, Mr. Sexton, and the Michigan State Police Uniform Services staff received a large number of calls from county and PSAP officials with questions prior to and following the seminar. Mr. Rogers thanked Mr. Sexton, the current Michigan NENA president, for his behind-the-scenes efforts to make this forum possible, and at no cost to attendees. The packet of information prepared for the forum provides a history of where 9-1-1 in Michigan has been and what still needs to be done to make wireless 9-1-1 a reality in our state.

The results of the forum were evident at the May 14 meeting of the Recertification Subcommittee. That subcommittee's report is reflected below.

### **Contact with U.S. Representative Upton's Office**

On May 10 Lt. Colonel Madden, Mr. Rogers, and Ms. Cwiek participated in a conference call with staff members from Rep. Fred Upton's Washington D.C. office. Representative Upton is the new chair of the Telecommunications and Internet Subcommittee. His staff is collecting information about the status of wireless implementation around the country and looking at the question of whether current implementation standards and schedules are appropriate. Representative Upton may hold hearings in Washington D.C. this June. Information was provided to his aides about Michigan's progress, and they were provided contact names and numbers for National NENA and APCO.

**ETSC Member Participation:** Mr. Rogers reemphasized the need for ETSC members to participate on subcommittees. There is much work to be done and everyone's help is needed. Members serve on the Committee because their organizations want a voice in how 9-1-1 is being managed in Michigan. This voice can best be heard by actively participating in the committee and its subcommittees.

### **B. RECERTIFICATION SUBCOMMITTEE REPORT**

On May 14 Subcommittee members and a number of volunteers met to review the information submitted by counties as required for second-year certification for wireless funding. All 83 counties were determined to be eligible for recertification.

Mr. Nystrom stated that a number of counties are putting money into funds other than wireless. He is aware of one county that is holding all the money although they don't take wireless calls. Mr. Nystrom stated that wireless funds must be in a dedicated fund and the interest has to follow.

MOTION by Hensel, supported by Mr. Hull, that the ETSC approve all 83 counties, including the four conferences of Wayne, for second-year recertification and eligible for 2001 wireless funds. MOTION PASSED unanimously.

The Department of Treasury has calculated the next quarterly payment based on the newly certified 83 counties. The next payment will be higher than previous quarterly payments due to an adjustment made by Treasury. Counties and PSAPs are cautioned not to base their annual budgets on this particular payment. The following payment, to be issued in late July, should be a more accurate reflection of future quarterly distributions.

Two counties, Cass and Schoolcraft, submitted paperwork which lacked a clerk's signature or seal. MSP staff will contact each county and ask them to provide a signed or sealed copy for the ETSC files.

### **C. DISPATCHER TRAINING SUBCOMMITTEE REPORT**

P.A. 32 of 1986, as amended, states in part:

*Money shall be disbursed to an eligible public safety agency or county for training of PSAP personnel through courses certified by the commission on law enforcement standards only for either of the following purposes:*

- 1. To provide basic 9-1-1 operations training.*
- 2. To provide in-service training to employees engaged in 9-1-1 service.*

The Dispatcher Training Subcommittee has worked with MCOLES staff on determining the legislative intent of P.A. 32 as it pertains to MCOLES' responsibilities. MCOLES has never "certified" courses for the law enforcement community. It is believed that the legislative intent was to use MCOLES' established practices, experience, and expertise in approving courses for 9-1-1 training.

MOTION by Mr. Nystrom that, for the purposes of 9-1-1 training fund distribution, the ETSC concurs that the legislative intent of the phrase "courses certified" is the same as "courses approved." Therefore, the ETSC endorses the standards practiced by MCOLES for all course approval in the Act. Ms. Hensel seconded. MOTION PASSED unanimously.

As indicated in the April 24, 2001 letter from Lt. Col. Stephen Madden to County Commissioners, County 9-1-1 Coordinators, and Primary PSAP Directors, it is the intent of the Committee to distribute instructions and a registration form to primary PSAPs by June 4, 2001. This form must be completed and returned by July 2, 2001, in order for a primary PSAP to be considered for distribution of training funds this year. Form ETSC-101 is the "Request for Act 32 Dispatcher Training Distribution" to be completed by primary PSAPs to request training funds. This form will be submitted to the ETSC through the MSP Uniform Services Bureau office.

Form ETSC-202 is the "Request for Training Course Approval" to be completed by PSAPs and vendors who wish to request training course approval. This form will be submitted to the ETSC through the MCOLES office. The Dispatcher Training Subcommittee will work with MCOLES staff to approve courses. Annual renewal will be required.

MOTION by Mr. Nystrom, supported by Sheriff Gribler, to adopt ETSC-101 with its instructions. On the instruction form, #10 and #12 will be amended to delete the words "e-mail address." MOTION PASSED unanimously.

MOTION by Mr. Nystrom, seconded by Ms. Hensel to adopt Form ETSC-202 with its instructions. On the instruction form, #18 will be amended to add the word "is" after "training." MOTION PASSED unanimously.

The next meeting of the Dispatcher Training Subcommittee is scheduled for June 11 at the MSP Training Academy, 10 a.m. Training course and expenditure guidelines will be finalized.

#### **D. WIRELESS IMPLEMENTATION SUBCOMMITTEE REPORT**

Appeals Process for Challenges to Unallowable Expenditures of Wireless Funds Recommendation: A draft of this document was distributed to committee members at the February meeting for their review.

MOTION by Ms. Hensel that this document be adopted. Mr. Gould seconded.

DISCUSSION: Sheriff Gribler asked if appeals can be made in person rather than in writing. The initial appeal is made in writing and is referred to the Wireless 9-1-1 Implementation Subcommittee Task Force for review and recommendation. If the recommendation is negative, a personal appearance to allow appeal before the full ETSC may be appropriate.

Item 1 of the document states that "[a] county with questions or challenges . . . will present a written request of appeal . . . ." Mr. Berry questioned whether this prohibits individual PSAPs from bringing forward challenges. MOTION by Ms. Hensel, supported by Mr. Berry to amend Item 1 to read "A county or PSAP . . . ." MOTION TO AMEND PASSED with one nay vote.

Mr. Berry questioned the necessity of including Item 6 in this document and suggested it be eliminated.

MOTION by Mr. Berry to delete Item 6. No second was received and the motion was withdrawn.

MOTION PASSED unanimously to adopt the Appeals Process for Challenges to Unallowable Expenditures of Wireless Funds Recommendation with the approved amendment.

Recommended Grade of Service Standard: MOTION by Ms. Hensel to adopt the Recommended Grade of Service Standard. Seconded by Mr. Nystrom. MOTION PASSED with one nay vote.

DISCUSSION: Mr. Gould stated that the Michigan Communications Directors Association (MCDA) agrees that a standard is needed and supports this motion with a few reservations. P.01 is as yet untested by PSAPs that take a large volume of cellular calls. The additional number of trunks and PSAP personnel needed to meet this standard is undeterminable. MCDA will be looking to National NENA for guidance. Ms. Hensel pointed out that Item 4 of the policy indicates that the Wireless Implementation Subcommittee will revisit this issue after National NENA adopts a national standard.

#### **E. CMRS SUBCOMMITTEE REPORT**

The ETSC recently received its first request for reimbursement from a CMRS supplier (assigned MSP Voucher #01-0001). In compliance with P.A. 32 of 1986, as amended, all identifying information was removed from the invoice by MSP staff before it was submitted to the CMRS Subcommittee for review and recommendation. Committee members were provided with copies of the CMRS Subcommittee's May 14 meeting minutes and the invoice. Mr. Rogers asked Committee members to return the invoice document to Ms. Cwiek following this meeting. Audience members were provided copies of the meeting minutes, but not the invoice.

Mr. Crawford reported that the CMRS Subcommittee met by conference call on May 14 to review MSP Voucher 01-0001. Mr. Paul Styler explained each item and its relationship to implementing wireless E9-1-1 service. Mr. Styler asked that clarification be obtained from the supplier on an item about which he was uncertain. MSP administrative staff contacted the supplier and obtained a brief explanation of the questioned item to the satisfaction of the subcommittee.

MOTION by Mr. Crawford to approve payment of voucher 01-0001 in the amount of \$332,839. Mr. Bartholomew supported. MOTION PASSED unanimously.

#### **F. LEGISLATIVE ACTION SUBCOMMITTEE REPORT**

Mr. Rogers reported that letters have been mailed to counties and CMRS suppliers requesting information for the 2001 Annual Report to the Legislature be submitted to the ETSC by June 22. By statute, this annual report is due August 30. A meeting of the Legislative Action Subcommittee will be held on July 17, 10 a.m. at MSP Headquarters in East Lansing to begin compiling the information. Counties are asked to provide the ETSC with the portion of their latest audit report that addresses their 9-1-1 funds. This portion is usually about two pages in length. Counties should also include a letter detailing the amount of wireless funds they have received to date and an explanation of how the money has been spent or how the county intends to utilize the funds.

#### **DISCUSSION**

##### **A. AUDIT REQUIREMENTS FOR WIRELESS FUNDS**

There is some confusion among counties and PSAPs as to the audit requirements for wireless funds. Although P.A. 32 of 1986 does not address auditing of wireless funds, audits of government funds are required under other Michigan laws. For most local government agencies, annual audits are required by P.A. 2 of 1968. Some small entities are only required to conduct audits every other year.

Wireline and wireless 9-1-1 revenue must each be accounted for separately and tracked by separate activity numbers. The funds can be co-mingled (placed in the same bank account with general or other funds) and invested with other monies, however, the interest must be pro-rated back to the appropriate activity numbers based on the amounts invested.

Wireline and wireless expenditures must also be tracked using separate activity numbers for each. Training fund receipts and expenditures must be assigned separate activity numbers as well.

##### **B. NPA RELIEF**

Ms. Marilyn Moore provided an overview from the Michigan Public Service Commission (MPSC) on pending area code issues. The FCC controls all resources regarding area codes in the United States. On July 28, 2000, six area codes were transferred from the FCC to the MPSC for processing.

The state of Michigan has 39 incumbent local telephone carriers and approximately 170 competitive local telephone carriers. Telephone carriers request telephone numbers to assign to customers. The first three digits of a 7-digit telephone number are associated with a central telephone office in a given geographic area. The increase of local telephone carriers is beginning to exhaust the number supply in certain areas. The FCC procedure states number distribution to telephone carriers are to be made in blocks of 10,000.

This procedure creates stranded numbers, since most of the small competitive local telephone carriers need less than 1,000 numbers. Efforts are underway to change this procedure to permit distribution in smaller blocks of numbers. In the meantime the MPSC, with approval from FCC, has undertaken an area code relief process. In this process, the MPSC has been reviewing six area codes by gathering information at public hearings and through the written comment cycle. The Commission has been issuing Orders to relieve the problem, which either grant an area code split or grant an area code overlay. An area code split divides the geographic area of the current area code, giving one half a new area code number and retaining the current area code for the other half. The area code overlay allows the current telephone number holders to keep their current area code and assigns a new area code to all new number holders in that geographic area. The Commission determines which direction to take based on comments received at public hearings and through the written comment cycle. Therefore, interested parties need to be specific when submitting comments. Your comments are encouraged.

Questions regarding area code relief issues can be addressed to the following MPSC staff:

Dan Kearney, Supervisor, Engineering & Tariff Section, 517-241-6206 or

Karen Norcross, Senior Numbering Resource Specialist, Engineering & Tariff Section, 517-241-8048.

##### **C. 2002 CERTIFICATION**

The quarterly schedule of wireless funds to counties is January, April, July, and October. The ETSC will look to complete the annual recertification of counties earlier next year to permit the Department of Treasury to issue the April quarterly payment on schedule.

**D. STATEWIDE 9-1-1 DISPATCHING PROCEDURES**

Sheriff Gribler recommended the Resource Management Subcommittee be reactivated for the purpose of looking at issues surrounding the proper allocation of resources during tight budgetary times. The current financial situation around the state, particularly in southwestern Michigan, makes it difficult to allocate the proper public safety resources. Sheriff Gribler believes the ETSC should pay close attention to this issue in the future and he volunteered to serve on the subcommittee.

Mr. Rogers will forward this recommendation to Lt. Colonel Madden for his consideration.

**PUBLIC COMMENT**

None.

**NEXT MEETING**

Wednesday, August 1, 2001, 10 a.m., Clinton County Courthouse, 100 Cass Street, St. Johns, Michigan.  
The meeting adjourned at 11:00 a.m.

Approved:

---

Mr. Paul Rogers, Vice Chair  
Emergency Telephone Service Committee